



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 18652 - Operations Officer/Intelligence Educator Manager - GS-14

Salary Range: \$94,796 - \$145,629

Vacancy Open Period: 1/5/2017 – 1/12/2017

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: NCTC/DOS

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

- For a cadre assignment:
 - Current ODNI cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government



(USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

Major Duties and Responsibilities (MDRs)

- Direct, manage, plan, develop, implement, and maintain a quality organizational training program that supports mission requirements and meets the on-going professional development needs of employees. Supervise ~six staff and contract personnel responsible for developing, executing, and maintaining the NCTC Operations Center (NCTOC) training and certification programs. Evaluate, examine, and conduct in-depth analysis of current and future training development needs based upon an understanding of current employee skills, future skill needs, skill gaps, and mitigation strategies to address gaps, plan and implement initiatives, and define the direction of future training development. Identify courses and training programs that are relevant to the NCTOC's mission and make this information available to employees. Oversee the development, identification, scheduling, delivery, and evaluation of courses, workshops, conferences, database training, systems training, and meetings that meet the needs of NCTOC employees. Support employee efforts to meet Individual Development Plans (IDPs) by scheduling courses based on an understanding of the key functions of the organization, and desired levels of performance for personnel to qualify/certify to perform in their positions. Provide support to training program developers by applying detailed knowledge of the work and mission of the organization to produce training materials that may include organization-specific scenarios, case studies, supporting documentation, and other products that are used to create relevant and effective training materials. Identify, evaluate, and select vendors to develop training programs that meet the needs of employees and provide direction, guidance, and feedback to these individuals to ensure that the programs they develop are effective. Develop and continually expand personal expertise on the training and development needs of NCTOC employees; be recognized as a subject matter expert on training requirements in support of the NCTOC counterterrorism situational awareness mission. Ensure awareness on emerging information technology systems conducive to watch operations including situational awareness reporting and coordination, provide appropriate training on existing systems, and develop; training plans for transition from; old to new systems. Represent NCTC Operations Center requirements in operational exercises, National Special Security Events, and Continuity of Operations throughout DOS, NCTC and the interagency. Inform and advise the Chief/ORB and NCTOC leadership on status of training, exercises, IT systems, and NCTOC standard operating procedures. Develop, justify, and provide structured recommendations and innovative solutions for situational awareness; and information management tools and applications.

Mandatory and Educational Requirements

- None required

Desired Requirements

- Familiarity with a counterterrorism watch center environment. Familiarity with complete finished intelligence production cycle. Familiarity with counterterrorism research tools, applications, and databases. NCTC Ops Center or equivalent watch officer certification.



Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_C_WMA@dni.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov (*David S.*) and edgertk@dni.ic.gov (*Ken E.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3955.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.



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Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: Recruitment_TeamC@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations. **REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**